

Tennessee State Library and Archives

R.E.A.D.S. Collection Development Policy

Mission Statement

The Tennessee Regional Library System promotes literacy and encourages the enjoyment of reading through the Tennessee Regional eBook and Audio book Download System (R.E.A.D.S.) service that provides the extraordinary opportunity of free 24-hour access to an expansive collection of digital content designed to inspire users of all ages.

Purpose of Policy

This collection development policy provides guidelines for individuals who are responsible for developing collections within R.E.A.D.S. with an objective of creating an electronic popular reading and listening collection that is complementary to collections maintained by member public libraries, the Tennessee Electronic Library (TEL), and historical/archival collections developed by the Tennessee State Library and Archives (TSLA). It supports the mission of the Tennessee Regional Library System and TSLA by making libraries better and by providing consistent and judicious expenditure of public funds.

Description of Community

As a service of the Tennessee Regional Library System, R.E.A.D.S. is available to patrons of any library in the Regional Library System and is available to libraries outside of the regional system as per state statute. The Tennessee Regional Library System serves approximately 200 non-metropolitan public libraries throughout the state of Tennessee. The populations served by these libraries include individuals of all ages who represent a multiplicity of racial and ethnic backgrounds, economic and education levels, and physical and mental abilities.

Description of R.E.A.D.S.

The Internet based R.E.A.D.S. service offered by the Tennessee Regional Library System is hosted by the OverDrive® digital content platform. OverDrive® provides a user-friendly interface that features private user accounts, several browsing and searching methods for users, a holds feature, email availability notification, plus a help feature. Relating to developing collections within R.E.A.D.S., the OverDrive®Content Reserve module gives selectors an opportunity to shop the market place by browsing smart lists (title lists prearranged by genre, subject, or age group) or through searching using key words or an advanced searching module. Selected titles are stored in shopping carts and then processed for purchasing. The vendor for R.E.A.D.S. is determined every five years through a Request for Proposal (RFP) that is conducted by TSLA.

Philosophy

Access to materials contained within R.E.A.D.S. is free to cardholders of public libraries participating in R.E.A.D.S. Materials include an expansive range of popular and informational topics, spanning numerous genres and interests. This wide variety of titles may at times present viewpoints that may be controversial to some, unorthodox, or unacceptable to others. It is important to note that R.E.A.D.S. collection selectors endorse the principles documented in the *Library Bill of Rights*, the *Freedom to Read* and *Freedom to View* statements of the American Library Association (ALA).

Guidelines for Selection

Selection of materials is handled by appointed staff members of TSLA and Tennessee Regional Library System. These selectors use their knowledge, training and expertise to suggest titles for purchase from OverDrive® Content Reserve Marketplace digital content lists that display the cover art, a synopsis of the work, available formats, and pricing information. Selectors' suggestions are added to individual work carts to be reviewed by the R.E.A.D.S. Administrator who, in turn, checks the list for errors, making additions or deletions, and proceeds to purchase the list. The following criteria should be considered whenever possible in determining what should be added to the collection:

- Positive critical reviews/awards
- Anticipated community needs
- Popularity and reputation of the author
- Appearance in major media outlets
- Relationship between the current collection and the new item
- Cost
- Placement on bestseller lists
- Completing a series
- Suggested titles and authors, as found in publications such as “*Booklist*” or “*Publishers’ Weekly*,” popular reading websites such as *Goodreads*, and titles requested by patrons.

Additionally, *Books and Authors*, available through TEL, presents reviews, lists of expert picks by librarians, and links to prize winning title lists. Awareness of most popular authors by genre is encouraged, as well as cross-genre titles or emerging genre titles that should be considered for

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the R.E.A.D.S. collection. Non-fiction titles span a large variety of subjects that are selected to inspire readers on a seasonal or topical basis, pertaining to crafts or hobbies, according to trends or fads, or general areas of interest, including popular biographies.

The number of copies of each title suggested for purchase is based upon available funds and anticipated popularity or demand of the item. Additional titles will be added automatically to the collection by the hosting platform, when activated, based upon a holds ratio of the number of holds placed per copy of an item. For example, an additional copy may be added after five holds are placed on an e-book or six holds placed on an audio book.

Audio books are selected when suitable as audio-only content. For example, titles with extensive diagrams or illustrations should be avoided.

All selection of materials will strictly adhere to the *ALA Library Bill of Rights* and the *Freedom to Read* Statement. The TSLA assumes no responsibility for the content of materials and does not assume the role of *in loco parentis*.

The TSLA does not condone any form of censorship. When selecting materials, the selector will not discriminate based solely upon content or point of view.

Preservation

The R.E.A.D.S. collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles within the collection.

Deselecting

Deselecting (or weeding) is the planned process of removing items from a library collection to ensure that the collection remains current and appealing. Weeding of the R.E.A.D.S. collection occurs in the following manner: Certain titles automatically expire after a predefined number of checkouts. *Always available* public domain titles never expire, although entries may change as supplied by the hosting vendor. Annual subscription basis titles expire after one year of checkouts and may be renewed on a regular basis. Notification of expiring titles is forwarded to the R.E.A.D.S. Administrator. Decisions about the retention of items are determined by the R.E.A.D.S. Administrator with the assistance of the selector of the related genre/subject area. A professional collection management reference readily available to R.E.A.D.S. selectors is *CREW: A Weeding Manual for Modern Libraries*, Texas State Library and Archives, updated in

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2012 with the inclusion of a section about e-books that outlines information addressing concerns about cluttering online catalogs. *CREW* suggests removing the following digital content items: multiple copies that are no longer needed; outdated formats no longer used by newer, more popular devices; editions that are no longer accurate where information changes rapidly such as science, medical, or travel information; outdated popular material; or materials that may be obtained "expeditiously" elsewhere.

Requests for Reconsideration/Removal of Titles

Any individual or group who feels strongly about the exclusion of materials in the library is requested to email R.E.A.D.S. support at rsupport.tsla@tn.gov with their concerns. At that time, R.E.A.D.S. support staff will provide the patron with a form to fill out in order to fully describe the request for reconsideration. Reconsideration of titles owned by participating Advantage Program libraries that are not part of the R.E.A.D.S. program are forwarded to the owning library by the R.E.A.D.S. Administrator for reconsideration according to the owning library's policy.

Upon receipt of the reconsideration form, the item will be thoroughly reviewed and brought before the Regional Directors and the State Librarian for discussion at the quarterly Regional Director's Meeting. The decision of the Regional Directors and the State Librarian is final. Patrons requesting reconsideration of an item will be informed of the final decision.

Description of Formats

The R.E.A.D.S. collection is currently comprised of e-books and audio books. These materials are selected to support a variety of computer systems, e-reader hardware, and mobile devices in multiple prevailing formats in order to serve the differing needs of individual users. Additional formats will be added as demand arises and as funds are available.

Borrowing Limits and Restrictions

Borrowing limits and restrictions determine how users can access digital content. These models may change depending upon availability and pricing by the hosting vendor or publisher. Currently, R.E.A.D.S. offers a *one-copy one user* lending model for most e-book and audio book titles selected. This licensing model will allow a user to checkout and download an item immediately if available. If the item is unavailable, the user may place a hold on the item. When the item becomes available for check out, the user is notified via electronic mail. R.E.A.D.S. also offers thousands of free, *always available*, public domain e-book titles in Adobe Digital Editions format, included in the collection at the discretion of the R.E.A.D.S. Administrator.

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These items never expire and do not count against a user's checkout limit. Selection of items in other licensing formats offered by the hosting vendor, such as simultaneous access by all users, is based on genre and determined by the R.E.A.D.S. Administrator.

Funding

The percentage of monetary allocation for R.E.A.D.S. fluctuates from year to year depending on available funding provided by TSLA and the Institute for Museum and Library Services (IMLS) grant funding. In addition, each fiscal year local public libraries may choose to dedicate a portion of their regional allocation funding to purchase digital titles to be added to the R.E.A.D.S. general collection through R.E.A.D.S. selectors.

Patron Suggestions for Purchase

R.E.A.D.S. users may request items not included in R.E.A.D.S. Each request is reviewed for inclusion in the collection using the criteria outlined in this policy document, and may then be purchased as funds allow.

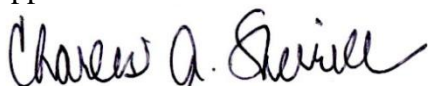
Gifts

At this time, there is no method in place that enables the TSLA to accept donations or gifts to the R.E.A.D.S. program. Patrons who desire to donate are encouraged to make their donations to their local library.

Policy Revision

This policy document is reviewed and revised on an annual basis by the R.E.A.D.S. Collection Development Committee. The Committee is appointed by the Director of Regional Libraries and consists of members drawn from Regional Directors and Assistant Directors. At least one committee member must be a current R.E.A.D.S. selector. The committee revises the policy to reflect emerging best practices in digital library collection management, to keep pace with new developments in a fast-changing field, and to best serve the patrons of R.E.A.D.S. according to the mission of the Regional Library System. Should TSLA change/add content type or licensing models, the Committee is to convene to revise this policy pertaining to these changes.

Approved:



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Charles A. Sherrill, State Librarian and Archivist
November 20, 2013